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Reject a Contract or Agreement

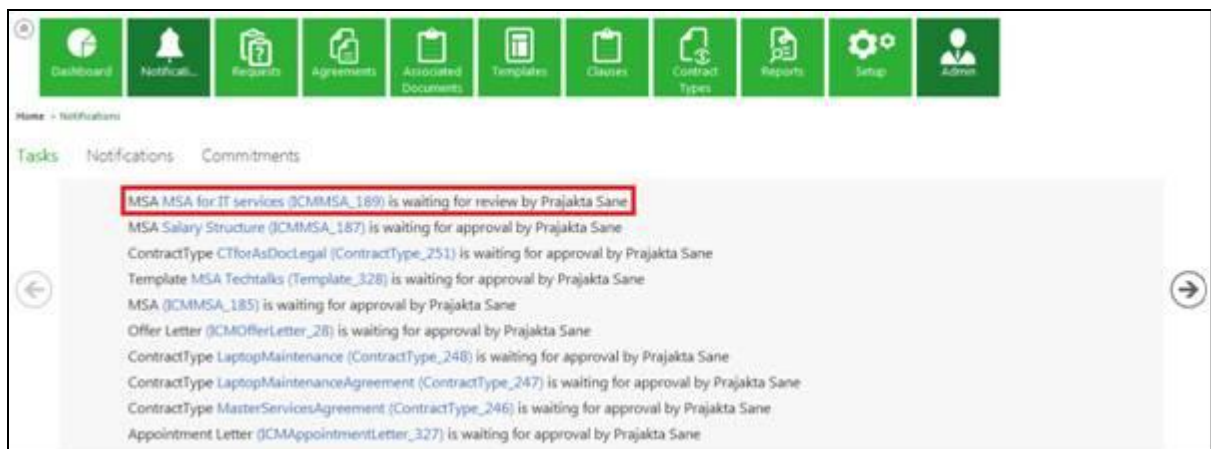
Each user is provided the controls and permissions according to the role. ICM has the following predefined user roles for the Agreements feature:

- Contract Admin
- Primary owner
- Approver
- Reviewer
- Deviation approver

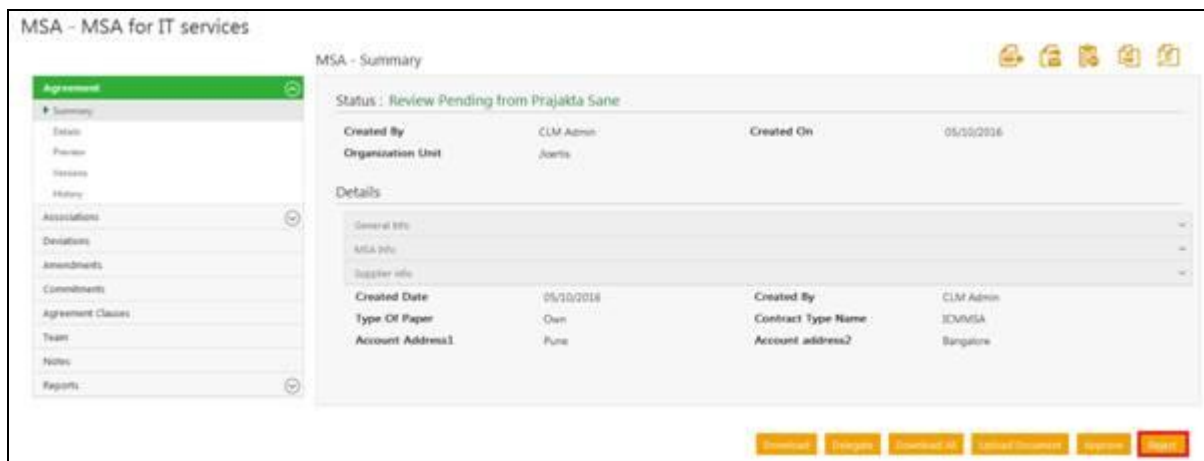
If you reject an agreement, ensure that you provide an appropriate reason for rejection.

To reject an agreement:

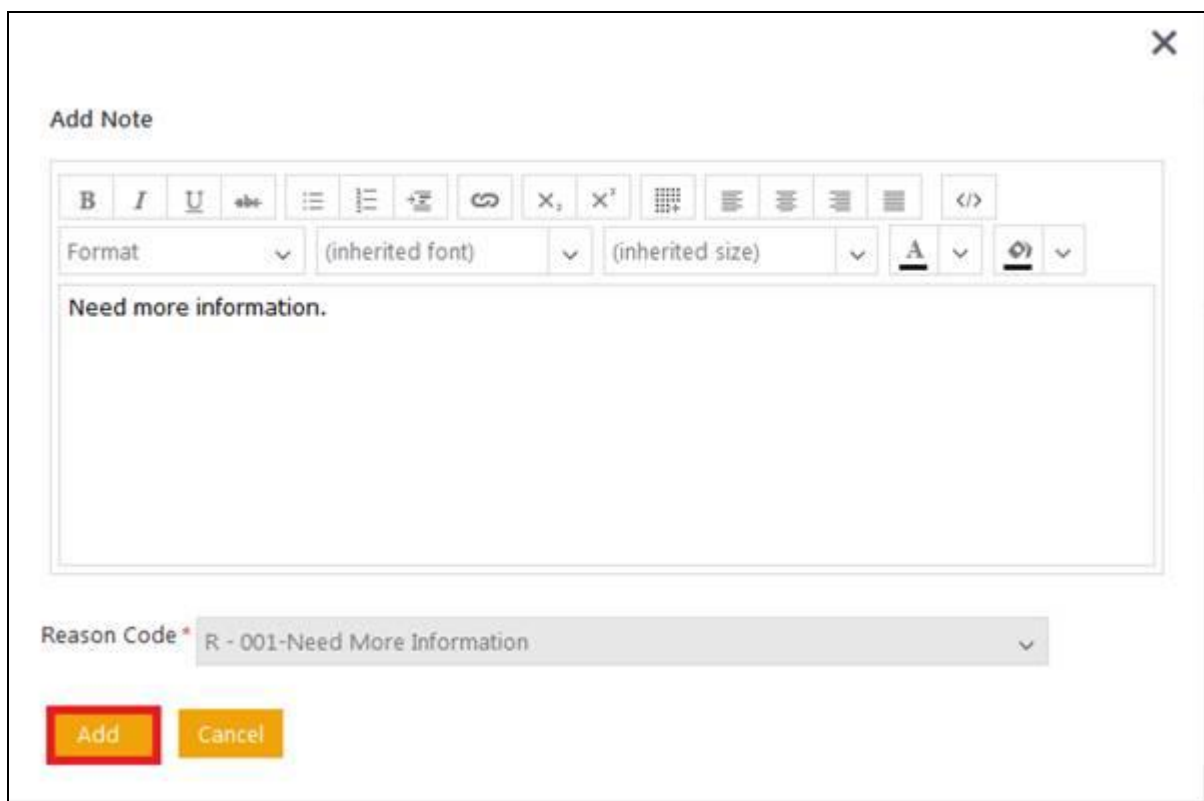
1. On the ICM Home page, click **Notifications**.
2. On the *Notifications* page under *Tasks* tab, click the **Agreement** name that you want to reject.



3. On the *Agreement Details* page, click **Reject** to reject the agreement.



4. If you have rejected the agreement, the **Add Note** page appears.



5. Enter the appropriate reason for rejecting the agreement and select the appropriate reason code. Then click **Add**.

Once you have rejected the agreement, it goes back to the **Draft** state.